

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: April 2, 2013

TO: All Agencies and Campuses in the Uniform State Payroll System

FROM: Lisa Crowe, Chief
Personnel/Payroll Services Division

RE: **PAYROLL PROCEDURES MANUAL (PPM) – MARCH 2013 REVISION - #13-03**

The Internet version of the Payroll Procedures Manual (PPM) has been updated and the sections below have been replaced with the current PDF version for March 2013. The manual can be obtained by accessing the State Controller's Office public website at: www.sco.ca.gov/ppsd_ppm.html.

Vertical revision bars in the right margins indicate additions, deletions, or changes. Revision bars are not inserted for format and minor grammatical changes.

The revised sections for the March 2013 PPM are provided below.

- Section B**
- 023:** Code 050 – Parking Organization Codes, code 439, added.
 - 026:** Code 075 – Insurance/Employee Benefit Organization Codes: codes 010 and 011 added; codes 401, 402, 457, and 458, updated.
 - 031:** Organization Codes: codes 360 and 439, added; code 438, updated; code 361, updated; code 475, added.
 - 033:** Code 551 – Fair Share Alternative Organization Codes (CSU): codes 016 and 057, added.
- Section H**
- 008:** Deduction Priority, updated.
 - 102:** Computation of Withholding Tax, updated.
 - 108:** Federal Withholding Tax Formula Effective 01/01/13 Annualized Percentage Method, updated.
 - 111:** California Personal Income Tax Formula Effective 01/01/13 Annualized Percentage Method, updated.
 - 118:** New York Personal Income Tax Withholding Formula Effective 01/01/13 Annualized Method, updated.
 - 119:** Illinois Personal Income Tax Withholding Formula Effective 01/01/13 Annualized Method, updated.
- Section N**
- 129.1:** Personal Use of a State Vehicle, updated.
 - 129.1.2:** General Information, updated.
 - 129.1.3:** Exceptions to Reporting, updated.
 - 129.2:** Vehicles Provided by Third Parties, updated.
 - 129.2.1:** Applicable Taxes, updated.
 - 129.2.2:** General Information, updated.

- 130.2:** Standard Business Mileage Reimbursement, updated.
- 130.2.2:** General Information, updated.
- 130.2.3:** Standard Business Mileage Reimbursement, updated.
- 161:** Transportation Subsidies, updated.
- 161.1:** Federal Exclusion Rates, updated.
- 161.2:** Discount Travel/Transit Passes, updated.
- 161.3:** Vanpool Driver in a Commuter Highway Vehicle (CS Only), updated.
- 161.3.2:** General Information, updated.
- 161.5.6:** Vanpool Riders in Commuter Highway Vehicle (CS), updated.
- 161.6:** Employer-Provided Parking, updated.
- 161.6.2:** General Information, updated.
- 172.1:** Form STD. 675 Completion, updated.

PLEASE NOTE: For instructions to subscribe or unsubscribe to the Automated LISTSERV Management System (LISTSERV), go to: www.sco.ca.gov/ppsd_email.html.

If you have any comments/suggestions or questions that will benefit the PPM, please contact Alice Contreras at 916-322-0683 or via email: acontreras@sco.ca.gov.

LC:AC:CSS